



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY
250 Main Street • Marlborough, MA 01752

Marlborough Community Development Authority

CERTIFICATE

I, the undersigned, the duly appointed, qualified and acting Secretary of the Marlborough Community Development Authority, do hereby certify:

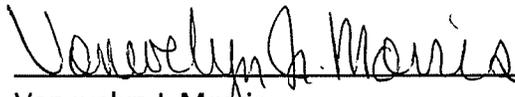
THAT the attached extract(s) from the Minutes of the Regular Board Meeting of the members of said Authority held on April 23, 2020, is a true and correct copy of the original minutes relating to the matters set forth in said attached extract(s).

THAT the copy of the Resolution appearing in said attached extract and is a true and correct copy of the Resolution adopted and approved at said meeting and on file and of record of the Certification vote is identical with the form of the executed Extract, a copy of which is hereto attached.

THAT on the date of this meeting each member present and voting was a resident of the City of Marlborough.

THAT notice of such meeting was duly filed forty-eight hours prior thereto with the City Clerk of Marlborough in accordance with the requirement of M.G.L.,c39, sec. 23B, as amended.

IN WITNESS WHERE, I have hereunto set my hand and seal of said Authority this 23rd day of April 2020.



Vonevelyn J. Morris
Secretary and Executive Director
Marlborough Community Development Authority



MARLBOROUGH COMMUNITY DEVELOPMENT AUTHORITY
250 Main Street • Marlborough, MA 01752

MCDA- Housing Division

Regular Board Meeting
April 23, 2020 - 8:45 a.m.

EXTRACT

MEMBERS PRESENT: Mayor/Chair Arthur G. Vigeant
Stefanie Ferrecchia
David Morticelli
Paul Sliney
Renee Perdicaro
Joshua Daigle

MEMBERS ABSENT: Diane Smith – Non-Voting member

Upon a motion duly made by Board member Josh Daigle and by roll-call vote requested by Mayor/Chair Vigeant, it was unanimously

VOTED: To approve and authorize the Chair to act as contract officer and to sign the Amendment #16 to Capital Improvement Work Plan #5001 in the amount of \$588,272.00.

The Chairman then declared said motion carried and said vote in effect, (Voted 6 to 0.)

Vonevelyn J. Morris
Secretary and Executive Director
Marlborough Community Development Authority

**Motion to Approve Massachusetts Wage Rates
for MCDA Maintenance Employees**

WHEREAS, Marlborough Community Development Authority (MCDA) maintenance employees are subject to annual wage adjustments as set by the Massachusetts Executive Office of Labor and Workforce Development – Division of Occupational Safety.

WHEREAS, the new minimum rates issued by the Office of Labor and Workforce Development - effective April 1st, 2020 - are as follows:

#	NAME	FT/PT	Current Hourly Wage	New Hourly Rate	% Diff
1	Frank Hinckley, Foreman	FT	\$28.45* (Forman +3.00)	\$29.00* (Forman + \$3.00)	1.95%
2	Mike Brodeur	FT	\$28.45	\$29.00	1.95%
3	Gary Patricks, Plumber	FT	\$29.57	\$30.27	2.4%
4	Maintenance /Custodian Vacant	PT	-	\$26.67	

THEREFORE, be it resolved that the minimum hourly wage rates listed above are hereby established effective April 1, 2020.

MCDA Members Present: 6 MCDA Members Absent: 0

Signatures of MCDA Members Approving this Motion:

Mayor Arthur G. Vigeant, MCDA Chair

_____, 2020
DATE



THE COMMONWEALTH OF MASSACHUSETTS
 EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
 DEPARTMENT OF LABOR STANDARDS

CHARLES D. BAKER

Governor

KARYNE E. POLITO

Lt. Governor

ROSALIN ACOSTA

Secretary

MICHAEL FLANAGAN

Interim Director

Douglas M. Bushman
 Marlborough Housing Authority
 250 Main Street,
 Marlborough, MA, 01752

March 05, 2020

Dear Housing Authority Official:

In accordance with the provisions of M.G.L. ch. 121B, s. 29, the minimum wage rates to be paid by your authority for the job classification(s) appearing below have been revised as follows:

<u>Housing Authority Job Title</u>	<u>Minimum Base Rate/Hour</u>
Custodian/Plumber	\$30.27
Maintenance Laborer/Grndskeeper/Cust.	\$26.67
Maintenance Laborer/Mechanic	\$29.00

The minimum rates apply from April 1, 2020 through March 31, 2021. However, please be advised that any request for updates or additional job classifications may result in the issuance of increased wage rates to existing job titles.

These rates do not preempt rates that may result from collective bargaining agreements. Rates do not apply to administrative personnel or to that portion of an individual's work defined as administrative, clerical or supervisory.

Because the authority's employees covered by the wage classifications receive health and welfare benefits through their employment with the authority, payments to such health and welfare benefit plans are not included in the wage rates.

The housing authority and/or maintenance personnel have the right to appeal. This appeal must be made within ten (10) days of receipt of this letter. Appeals should be made in writing to: John Ronan, General Counsel, Department of Labor Standards, 19 Staniford Street, 2nd Floor, Boston, MA 02114.

Sincerely,

John Ronan
 General Counsel

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MARLBOROUGH HOUSING
 AUTHORITY

MCDA Board Meeting Minutes

Minutes of Marlborough Community Development Authority
Regular Meeting – Thursday, April 23rd, 2020
Meeting Opened: 8:45 a.m. | Meeting Closed: 9:08 a.m.

Attendance of Regular April 23rd, 2020 MCDA Board Meeting

- | | |
|---|--|
| 1. Mayor/Chair Arthur G. Vigeant | 2. Paul Sliney (Tenant Representative) |
| 3. Stefanie Ferrecchia (Real Estate Rep.) | 4. Renee Perdicaro (Regular Member) |
| 5. David Morticelli (Fin. Rep) | 6. Joshua Daigle (Regular Member) |
| 7. Vonnie Morris, Executive Director | 8. Chad Carter, MCDA Employee |
| 9. Diane Smith, (City Auditor) – Non-Voting Member (ABSENT) | |

Summary of Motions

General

- | | |
|--|------------|
| 1. Motion to Approve Minutes for February 27th, 2020 Meeting | (Approved) |
| 2. Motion to Approve Payables All Programs - March 2020 | (Approved) |
| 3. Motion to Approve Payables All Programs - April 2020 | (Approved) |
| 4. Motion to Approve FY20 Financials July 2019 – March 2020 | (Approved) |
| 5. Monthly report from MCDA Executive Director | |

Housing

- | | |
|--|------------|
| 1. Motion to Approve Lowest Bidder FISH #170060 – Pleasant St. Modernization | (Approved) |
| 2. Motion to Approve Massachusetts Wage Rates | (Approved) |
| 3. Motion to Approve CIP #15 | (Approved) |
| 4. Motion to Approve CIP #16 | (Approved) |

Community Development Authority

The Board Meeting took place virtually via Microsoft Teams on Thursday, April 23rd, 2020 with the meeting starting at 8:45 a.m.

Board member Mayor Vigeant motioned to approve the minutes of the February 27th, 2020 meeting. *The motion was made carried and approved.*

Executive Director Vonnie Morris began with a update on the singing of the checks from March 2020. Two board members came into the MCDA offices to sign the checks. Board member Mayor Vigeant motioned to approve the payables for the months of March 2020 & April 2020. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Abstained
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Executive Director Vonnie Morris continued with an update on the Financials through March 2020. There is a decent reserve balance in all programs. Senior rent income has not been affected by COVID-19 so far. Februarys financials were also included in this month's board report because there was no meeting held in March 2020. Board member Renee Perdicaro motioned to approve FY20 Financials July 2019 – March 2020. *Mayor Vigeant asked for a roll-call vote:*

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Executive Director Vonnie Morris noted that February 2020 was a good month for turnovers. There were two vacancies, and both were turned over rather quickly. March 2020 saw three turnovers of which only one was turned over by month end. The MCDA is currently not leasing up right now due to social distancing guidelines sent out by the state. February had 57 work orders processed and 52 completed, and March had 55 processed and only 31 completed. Only work orders that are deemed an "emergency" can be completed per State and Federal COVID-19 guidelines. Other categories of work orders will be completed in the order processed once the State and Federal guidelines allow it.

A Draft Work Order Scope of Services for FISH #170085 was received from the Department of Housing and Community Development (DHCD). They have allocated \$350,000.00 towards this

project. It is currently still in the design stage and the MCDA is working closely with Stefanie Brynen, Senior Project Manager at DHCD.

FISH #170081 – Pleasant St. Envelope Project is moving along. The City of Marlborough has issued a building permit for DDC Construction. They have been working on site whenever weather permits. Roof abatement is ≈ 85% complete, re-roofing ≈ 80%, masonry repairs ≈ 60% and chimney repairs = 100% complete.

The FY20 Health & Safety Initiative Grant has been awarded in the amount of \$44,650.00. These monies will be allocated to two construction projects: FISH #170084 - & 170086. These have been put on hold because they are interior work related. Originally, these monies needed to be spent by June 30th, 2020, but DHCD is working on extending the guidelines due to the COVID-19 outbreak.

FISH #170060 – Pleasant St. Modernization project had additional funds added in the amount of \$588,272.00. These are Public Housing Compliance Reserve funds awarded for asbestos removal. Vareika Construction Inc. was determined to be the lowest bidder at \$5,973,700.00. Board member Paul Sliney motioned to approve Vareika Construction Inc. as the lowest bidder for FISH #170060 – Pleasant St. Modernization. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle N/A
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Department of Labor Standards came out with the new Wage Rates that are to be effective April 1st, 2020. Board member Renee Perdicaro motioned to approve the new Massachusetts Wage Rates. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #15 to the Contract for Financial Assistance includes an increase of \$786,900.00 which includes: FY2022 Formula Funding award, FY2023 Formula Funding Award and FY2020 Health & Safety Initiative. Board member Josh Daigle motioned to approve Amendment to CIP #15. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

Amendment #16 to the Contract for Financial Assistance includes an increase of \$588,272.00 which includes the Public Housing Compliance Reserve award for the removal of asbestos. Board member Josh Daigle motioned to approve Amendment to CIP #16. ***Mayor Vigeant asked for a roll-call vote:***

- Board member David Morticelli Aye
- Board member Paul Sliney Aye
- Board member Stefanie Ferrecchia Aye
- Board member Renee Perdicaro Aye
- Board member Josh Daigle Aye
- Board Chair Mayor Vigeant Aye

The motion was made carried and approved.

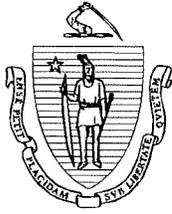
MCDA employee Chad carter gave a brief update on the Community Development Block Grant (CDBG). The Housing Rehabilitation program is finishing up exterior construction on a property. Work is being completed within the social distancing guidelines set forth by DHCD. No other initial inspections or lead-paint inspections are to be done until Massachusetts lifts the guidelines on interior work.

The Devens & McEnelly Street Infrastructure Project is looking be activated within the next few weeks. This is outside work which can be conducted under the social distancing protocol.

The Substance Abuse Prevention Program was active during the months of January and February, but the Boys & Girls Club organization has since closed its facilities due to the social distancing requirements. To date, 49 Marlborough youths have participated in these programs.

Board member Paul Sliney motioned to adjourn. ***The motion was made carried and approved with no abstentions.***

Meeting Closed: 9:08am



Commonwealth of Massachusetts
**DEPARTMENT OF HOUSING &
 COMMUNITY DEVELOPMENT**

Charles D. Baker, Governor ♦ Karyn E. Polito, Lt. Governor ♦ Jennifer D. Maddox, Undersecretary

April 15, 2020

Vonnie Morris, Executive Director
 Marlborough Community Development Authority
 250 Main Street
 Marlborough, MA 01752

Dear Mrs. Morris:

This is to notify you of Amendment #16 to the Contract for Financial Assistance (CFA) 5001 in the amount of \$588,272.00. Attached please find the Commonwealth of Massachusetts – Standard Contract Form and Attachment A – Additional Terms and Conditions and CFA Amendment (“Amendment”). This amendment funds the following:

Project #	Scope	Award Amount
170060	Public Housing Compliance Reserve award – Asbestos removal related to 667-1 HILAPP	\$588,272.00

CFA	Current Award	Revised Award	Change
5001	\$4,915,635.93	\$5,503,907.93	+\$588,272.00

Please be sure to place this on your next Agenda and return to the attention of Colleen Votour (617-573-1183) so the documents can be encumbered in a timely manner. Please be sure that the Housing Authority Seal is affixed to each copy (page 5). Also enclosed is a set of the Extracts of the Minutes of the Meeting at which your Authority should approve and authorize the execution of the contract. Please be sure pages five and six of the Extracts are **SIGNED** and **SEALED** by your Authority. A certified copy of the Extracts should be returned with the executed contracts. All future Capital Improvement Reports must be adjusted to reflect this change. One fully executed original of the contract will be returned to you for your file after encumbrance. Please feel free to contact me at (617) 573-1192 or Stefanie Brynen at 617-573-1174 if you have any questions.

Sincerely,

Dan Bondzie

Dan Bondzie, Capital Finance Manager
 Bureau of Housing Development and Construction

Enc.